

Instructions for Accessing myWSU to Complete COVID-19 Employee Attestation:

1. Log into my.wsu.edu using your WSU Username and Password. If you have difficulty logging into myWSU, click “need help signing in?” below the blue “Sign In” button. [Multi-Factor Authentication \(MFA\)](#) will likely be required. For assistance accessing myWSU, please contact the ITS Crimson Service Desk at 509-335-4357 or helpdesk@wsu.edu.

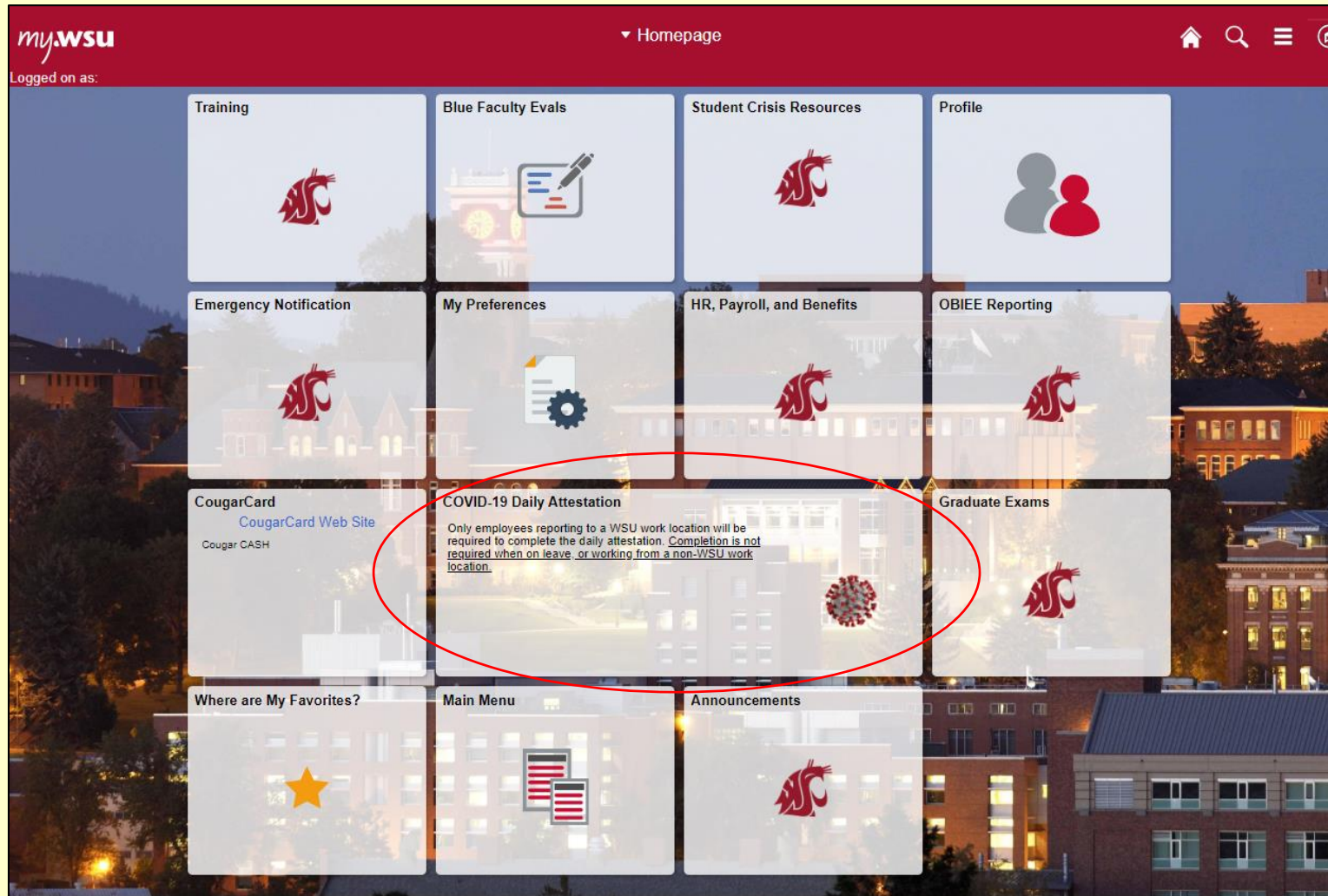
Web Browser

The screenshot shows the desktop version of the myWSU login page. At the top, it says "CONNECTING TO my.wsu" and "Sign-in with your WSU account to access MyWSU". The Washington State University logo is in the top left. A sidebar on the left contains links: "Need a user id?", "Forgot your password?", "Have a user id but not activated it?", "Class Schedule Search", "Browse Course Catalog", and "Transfer Course Information". The main form area is titled "Network Authentication" and contains a "Username" field with the text "butchcougar", an empty "Password" field, a "Remember me" checkbox, and a blue "Sign In" button. A red error message "Please enter a password" is displayed below the password field. A "Need help signing in?" link is at the bottom.

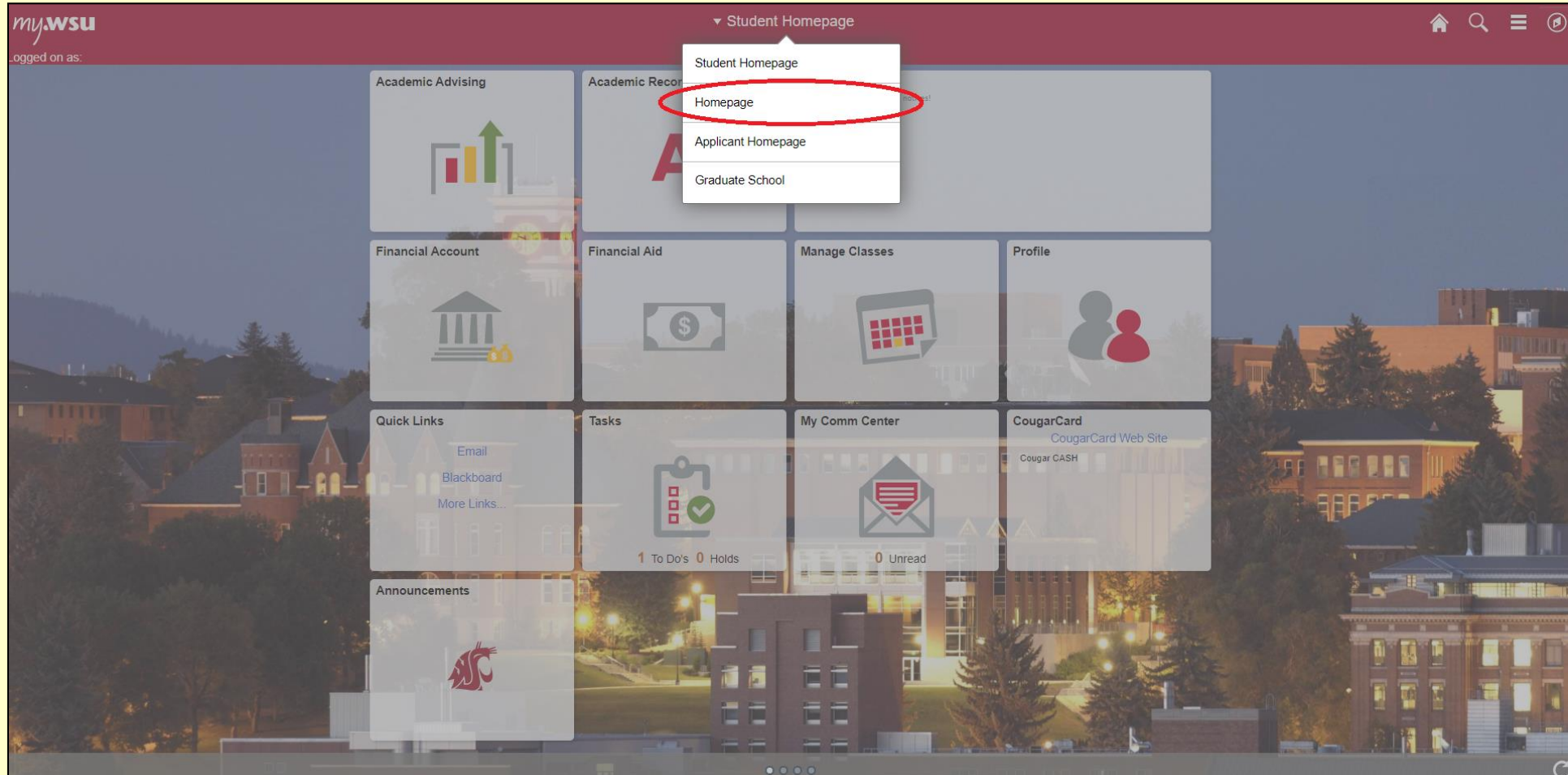
Mobile

The screenshot shows the mobile version of the myWSU login page. The browser address bar shows "login.wsu.edu". The Washington State University logo is at the top. The form is titled "Network Authentication" and includes a "Username" field, a "Password" field, a "Remember me" checkbox, and a blue "Sign In" button. A "Need help signing in?" link is at the bottom. The mobile interface includes a home button, a back button, and a search icon in the browser bar.

2. Once logged into the myWSU, employee portal, you will find a **COVID-19 Attestation** “TILE” on the dashboard homepage. For most users, the tile will appear in the upper left corner of the page. Click on the tile to begin the attestation.



NOTE – Users will need to confirm they are on the correct “Homepage” in order to locate the attestation tile. Users who previously were students may be defaulted to the “Student,” “Applicant” or “Graduate School” homepage. Navigate to the “Homepage” by selecting the dropdown, as shown below:



3. Once you have selected the *COVID-19 Employee Attestation* tile, review the attestation statement and select the appropriate responses at the bottom of the page. Once you have selected a response, click “Submit.”

[← Homepage](#)

Logged on as:

Attestation Date

CAREFULLY REVIEW EACH SYMPTOM BELOW AND HONESTLY RESPOND.
IF YOU HAVE ANY SYMPTOM BELOW – DO NOT RETURN TO OR ENTER YOUR WSU WORKPLACE.

COVID-19 Symptom Attestation Form for Working at a WSU Location

In the last 14 days, or since your last visit to a university facility, have you experienced one or more of the symptoms listed below. This list is not an exhaustive list of all symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms such as nausea, vomiting, or diarrhea. Visit the [Center for Disease Control \(CDC\)](#) or [Washington State Department of Health \(DOH\)](#) website for additional information.

Employee Self-Attestation:

- Since your last day of work, have you had a temperature at or above 100.4° or reason to be concerned you may be developing a fever?
- Since your last day of work, have you experienced a new cough that you cannot attribute to another health condition?
- Since your last day of work, have you experienced new shortness of breath that you cannot attribute to another health condition?
- Since your last day of work, have you experienced a new sore throat that you cannot attribute to another health condition?
- Since your last day of work, have you experienced new muscle aches that you cannot attribute to another health condition or a specific activity such as physical exercise?
- Since your last day of work, have you experienced any chills that you cannot attribute to another health condition?
- Since your last day of work, have you experienced a new loss of taste or smell that you cannot attribute to another health condition?
- Within the last 14 days have you had close contact, without the use of appropriate PPE (personal protective equipment), with someone who is currently sick with suspected or confirmed COVID-19? (Note: Close contact is defined as within 6 feet for more than 15 consecutive minutes.)

If you answered “yes” to one or more of the above questions:

- You must not report to a WSU work location. If you begin experiencing one or more symptoms while at your work location you are to contact your supervisor remotely, by phone or electronic mail. You are to leave work while maintaining 6 feet of distance between you and others.
- Follow your department’s procedure for reporting leave or requesting to work from home.
- Contact your health care provider for medical guidance.
- For questions on available leaves related to COVID-19 refer to [HRS Disability Services](#) at HRS.disabilityservices@wsu.edu or 509.335.4521.
- Follow the guidance on the [COVID-19 Leave and Work Information](#) webpage.

Employee Attestation

I attest, I have read the above statement and prior to coming to a WSU Work location on today’s date, I do not have any of the above symptoms/conditions.

I have read the above statement and am unable to attest as outlined above. I acknowledge I am not to report to my WSU work location and will follow my department call in procedures.

If you are unable to attest as outlined above, do not report to the WSU work location, follow your department call in procedures and contact your health care provider.

If you have concerns related to COVID-19 and returning to work, please submit to HRS using the [COVID-19 Return to Work Concern Form](#).

[Return](#)

Upon completion of the attestation, users will be returned to the myWSU homepage. Selecting the *COVID-19 Employee Attestation* tile after having completed the attestation for the day will take users to a history of their previously completed attestations.

The screenshot shows a web interface for "COVID-19 Daily Attestation". At the top, there is a navigation bar with a "Staff Homepage" link on the left and icons for home, search, menu, and profile on the right. Below the navigation bar, it indicates the user is logged in as "Butch Cougar". The main content area is titled "COVID-19 Daily Attestation" and contains a table with 7 rows. The table has two columns: "Action Date" and "View Attestation". Each row shows a date from 05/29/2020 to 06/04/2020 and a corresponding "View Attestation" link.

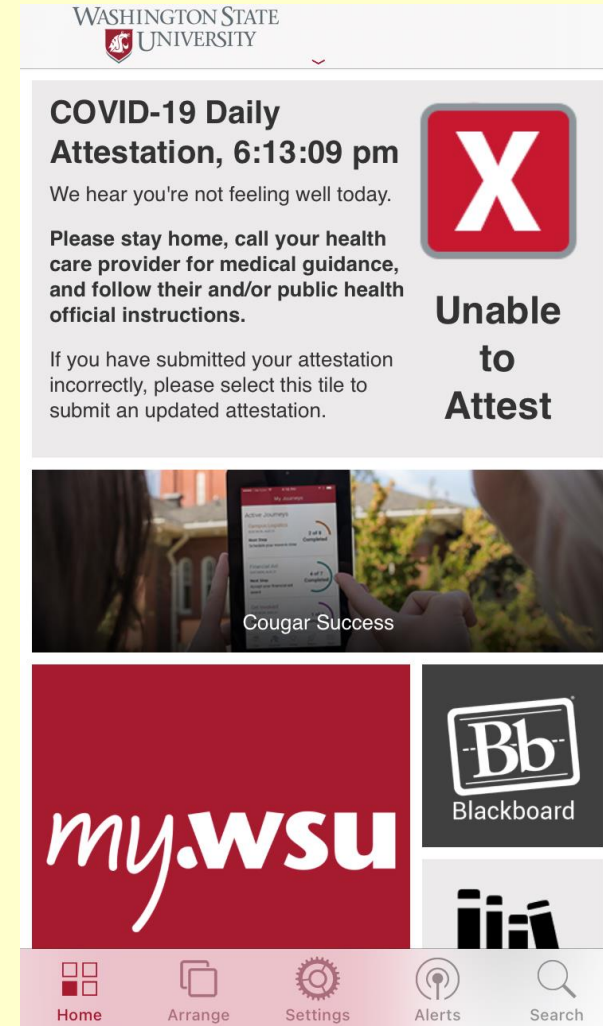
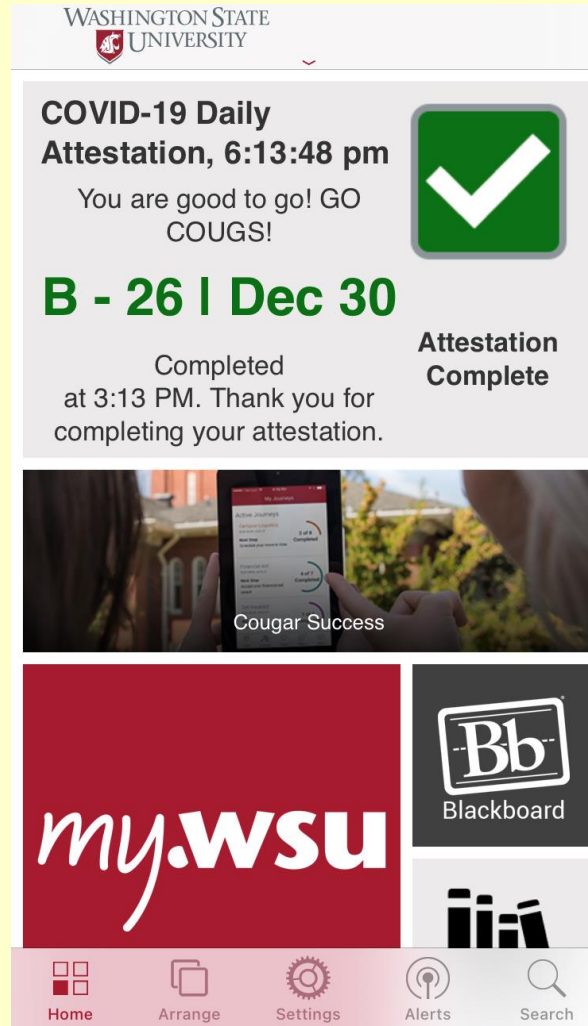
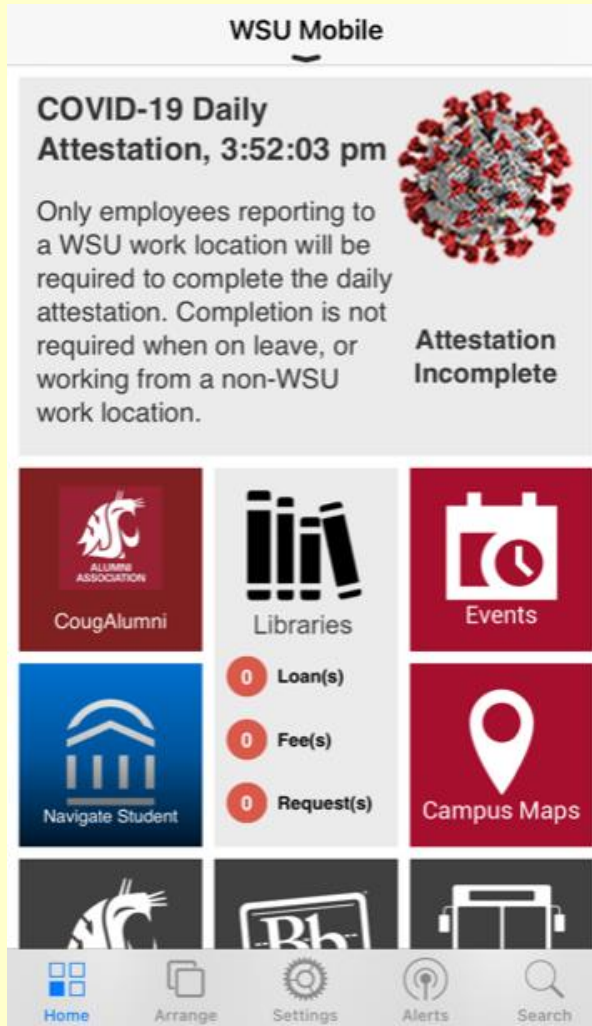
Action Date	View Attestation
06/04/2020	View Attestation
06/03/2020	View Attestation
06/02/2020	View Attestation
06/01/2020	View Attestation
05/31/2020	View Attestation
05/30/2020	View Attestation
05/29/2020	View Attestation

NEW! Additional option to attest via “WSU Mobile” app:

The app can be downloaded from the Google Play Store/Apple App Store by searching “WSU Mobile”.

When accessing myWSU through the WSU Mobile app, tap the large my.WSU tile. This new tile eliminates the need for multi-factor authentication (or MFA). As soon as a person opens the App on their device (with the single press of a finger), they will see their attestation status. This will simplify and shorten the processes of attesting and demonstrating one’s attestation status to gain access to physical campus resources.

Click the “Attestation” tile before following the prompts.



If you have questions about the COVID-19 Employee Attestation, please refer to the [COVID-19 Employee Attestation FAQ](#), the [WSU Employee Return to Work Guide](#), or contact Human Resource Services at 509-335-4521, or hrs@wsu.edu.